

**5. REQUEST TRAININGS FOR BASIC LIFE SUPPORT (BLS) AND FIRST AID (FA), SEMINARS FOR DISASTER PREPAREDNESS, AND OTHER INFORMATION, EDUCATION, AND COMMUNICATION (IEC) CAMPAIGNS ON DISASTER AND CALAMITIES.**

In collaboration with the local partner agencies (BFP San Juan, PNP San Juan, DILG, MMDA, OCD-NCR, TFD, POSO and other cooperating agencies) this office conducts seminars and lectures for Disaster Preparedness and management such as earthquake drills, IEC Campaigns, and Trainings such as Basic Life Support (BLS) and First (FA).

<b>Office or Division:</b>	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved request letter from the City Administrator's Office 2. The following details should be included <ul style="list-style-type: none"> <li>• Name/ Type of Event:</li> <li>• Date and Time of Event:</li> <li>• Exact Location of Event:</li> <li>• Name of Requesting Party:</li> <li>• Estimated number of attendees:</li> <li>• Contact Person and Number of Coordinator</li> <li>• Type of Lecture or Seminar being requested</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Personal coordination to CDRRMO with formal request letter	Identify availability of lecturer and scheduling	none	2 minutes	Admin and Planning Section
Proceed to City Administrator's Office for approval and endorsement of the request	Approval/Disapproval of request		30 minutes	City Administrator
Proceed to CDRRMO for final approval and scheduling	Approves the schedule and possible dispatch of personnel/ambulance		5 minutes	CDRRMO Chief
Requesting party receives final approved letter of request	Confirmation of schedule		45 minutes	Admin and Planning Section

**END OF TRANSACTION**